



NON-APPROPRIATED FUND VACANCY ANNOUNCEMENT NUMBER NAF-2015-21

Navy Lake Site Allatoona

**166 Sandtown Road
Cartersville, GA 30121**

Opening Date: 18 March 2015

Closing Date: Open Until Filled
1st Cut Off: 01 April 2015

Position: Custodial Worker (Mixed Duties), NA-3566-02

Salary: \$9.09 - \$10.60 per hour

Employment Category: Flexible, 0-40 hours per week, with no benefits. NOTE: May require working nights, weekends and holiday hours. Night differential and holiday/Sunday premium pay will be paid for hours worked.

Location: Navy Lake Site Allatoona, Cartersville, GA, under operational control of MWR, Submarine Base, Kings Bay, GA. *(Lake Allatoona is a 52 acre recreation area, just 30 miles north of Atlanta. The Navy Lake Site offers rental cabins, RV/tent campsites, marina, lodge and conference facilities, retail store, beach and swimming area and an abundance of outdoor recreation space.)*

Area of consideration: General Public and Military Spouse Preference Eligibles

Primary Custodial Duties: Cleans common areas and cabins at the Navy Lake Site Allatoona. Makes beds, changes linens, dusts surfaces, polishes furniture, vacuums, washes walls, cleans bathroom fixtures and floors, cleans windows, ceiling fans, etc. Uses a variety of cleaning and sanitizing solutions and operates commercial cleaning equipment. Notifies Supervisor of damages or needed repairs to facility.

Customer Service Duties (less than 25% of time): Assists in operation of front counter customer service areas. Ensures that all proper cash, check and credit card procedures are followed and prepares Daily Activity Reports (DARs). Answers phones and takes reservations/payments using Point-of-Sale (POS) and Property Management System (PMS). Assists in check-in/out procedures of guests. Performs other related duties as assigned.

Qualifications:

- Must have one year of general work experience.
- Must be able to operate commercial cleaning equipment such as vacuums, floor buffers and carpet shampoos, with training.
- Must be able to safely use a variety of cleaning solutions.
- Must have the ability to effectively communicate in English both verbally and in writing.

Physical Demands and Work Environment: Work requires moderately strenuous physical activity. Moving and lifting/carrying of items up to 40 pounds (over 40 pounds with assistance) and standing for long periods. Work is performed mainly indoors in areas that have adequate heating, lighting and ventilation. Requires exposure to outdoors, as access to rooms is from outside, resulting in exposure to weather elements.

Basis of Review: Applicants will be evaluated based on experience and qualifications described above and presented in written format.